

**FRIENDS OF THE BARABOO PUBLIC LIBRARY
ADVOCACY, FUNDRAISING, VOLUNTEERISM
BOARD MEETING MINUTES**

Tuesday, July 2, 2019 - 5:30 pm - West Square Building, Room B-30

- I. Call to order and welcome new library board liaison-**Meeting was called to order at 5:32 pm by Board President Sara Roltgen with Pat Shear as Recording Secretary. Others attending were Jessica Bergin, Lynn Harthorne, Luisa Ramos Romero and Phillip Zolper. Absent was Anne Horjus. We welcomed new Library Board Liaison, Phillip Zolper.
- II. Review of agenda-**Two items were added under New Business. Motion to approve the amended agenda made by Lynn Harthorne, seconded by Jessica Bergin. Motion passed.
- III. Minutes of May 14, 2019 meeting-**Motion to approve the minutes as written made by Jessica Bergin, seconded by Lynn Harthorne. Motion passed.
- IV. Treasurer's report-**Filed for audit.
- V. Correspondence-**None.
- VI. Standing Committee reports:**
 - A. Director's Report-**Three Library Board positions are up for election. Two dates important to the library expansion are coming up. The city council has a goal setting meeting at 6:00 pm on July 10th. The regular city council meeting is July 23rd at 7:00 pm. It is important to have a show of support at both. Jessica Bergin and Pat Shear will work to send out announcements to the Friends' membership.
- VII. Special Committee reports:**
 - A. Book Sale-**Sale total was \$2455.00 with \$49.21 in expenses. At the August meeting we will set dates for the December 2019 sale.
 - B. Books for Newborns-**Pat Shear dropped off 30 English language books to the hospital in May. We have 30 English and 15 Spanish books on hand. More will need to be ordered soon.
- VIII. Unfinished Business:**
 - A. Friends brochure quote-**Minute Man Press can do 500 tri-fold brochures for \$352.00 and 1,000 for \$430.00. After discussion we opted to wait on printing until we decide on incentives for members. Items discussed were window clings, book exchanges, library tours, member only events and coupons for book sales or the book cart.
 - 1. Mid-year newsletter-**We will hold off on a newsletter but Pat Shear will write an acknowledgement thanking the book sale volunteers to be added to a future library newsletter.
 - 2. Member survey-**We will not do an official survey now but possibly add questions to the membership form.

B. Window cleaning quote-Weyh's Window Washing last cleaned the library windows in 2003 for a cost of \$423.00. After discussion a motion to spend up to \$600.00 for Weyh's Window Washing to clean the library windows was made by Pat Shear, seconded by Jessica Bergin. Motion passed.

C. Dusting-No one has volunteered to do dusting in the library. Sara Roltgen will post another request in late August or early September on the Friends Facebook page.

D. Spring bulbs order-We will not order any planting done at this time.

IX. New Business:

A. Membership perks, events, swag-As discussed earlier we will check into costs for window clings. Jessica Bergin will design a \$2.00 book coupon that can be used to toward purchase of books at a future sale or from the book sale cart.

B. Volunteer acknowledgement- Sara Roltgen will check into costs for Friends pins to be used as gifts for volunteers and identification tags for volunteers to wear at events.

C. Friends' role in library expansion support-At this point the best way for Friends members to help is to continue to advocate for the expansion.

D. Sandwich board-Sara Roltgen will check costs on a board that can be set outside the library to announce upcoming Friends events.

E. Friends President-Sara Roltgen announced that she will not seek another term as the Friends' President but will look for someone willing to serve in the position.

F. Approval of disbursement requests-

\$500.00 to Jennifer Fox—exterior planting

\$27.89 to Penny Johnson—pizza for book sale volunteers

\$67.64 to Festival Foods—Staff breakfast for Library Week and refreshments for music event.

\$37.31 to Pat Shear—Cookies for music event and snacks for book sale

X. Next meeting: August 2019 – Next meeting will be Tuesday August 6, 2019 at 5:30.

XI. Adjournment-Motion to adjourn made by Jessica Bergin, seconded by Lynn Harthorne. Meeting adjourned at 6:32 pm.

Pat Shear – Meeting Minutes Recorder
July 2, 2019

Approved August 6, 2019